

## Texas Historical Commission Job Vacancy Notice

**Position Title:** Project Design Assistant (Texas Main Street Program)  
**Classification Title:** Project Design Assistant  
**Job Posting Number:** 18-53  
**Salary:** \$3,500.00-\$4,500.00/monthly  
**Salary Group/Class#:** B17/2255  
**FLSA:** Exempt  
**Opening Date:** 03/21/2018  
**Closing Date:** Until filled  
**Duration:** Regular, Full-time  
**Hours/Week:** 40 hours  
**Work Location Address:** 1304 Colorado, Austin, Texas 78701

**JOB OBJECTIVE:** This position serves as part of the design staff for the Texas Main Street Program concentrating on the revitalization of historic downtowns across the state. Perform moderately complex design and architectural assistance work within historic downtowns, with an emphasis on historic commercial buildings and public spaces. Work involves providing assistance in an office and field setting to building owners, small business owners, and Main Street managers; and taking a leadership position in encouraging higher-quality rehabilitation and restoration work in Main Street districts. Assist in the preparation of public design presentations and may occasionally train others. Self-starting; works under moderate supervision and direction of the Texas Main Street Program state coordinator and licensed Main Street architect. Occasional travel required, averaging one night per month with the ability to control the travel schedule.

### **ESSENTIAL DUTIES:**

**Compose design recommendations, field reports, and resource documents under the supervision of Texas Main Street architect**

1. Work directly with Main Street managers to compose written and graphic design recommendations and reports and ensure their timely delivery.
2. Undertake site visits and preservation consultations, discussing the scope and findings with building owners, Main Street Managers, and the Main Street architect before and after any visits.
3. Utilize computer and graphic resources to effectively and efficiently convey design and preservation concepts or solutions.
4. Develop concepts and renderings in conformance with *The Secretary of the Interior's Standards*.
5. Utilize design recommendations and reports as a tool for community development and preservation; persuading managers and property owners about the historic significance of their property and community and the desirability and feasibility for preservation outcomes.

### **Design Office Responsibilities**

6. Receive, review, and maintain files of materials and prepare the appropriate reports.
7. Develop, maintain, and improve the resource documents and the Online Resource Library.
8. Development of the technical library and images as an in-house design resources.

### **Training and Education**

9. Assist in the preparation of public design presentations and may occasionally train others.
10. Communicate design concepts, Texas Historical Commission procedures and Main Street methods.
11. Participate in manager training sessions.
12. Provide training for new or existing design staff on the effective use of digital graphic and design tools.
13. Exhibit enthusiasm and passion for community development and historic preservation principles encouraging a high standard of excellence in Main Street communities.

14. Take initiative to coach others and share expertise.
15. Maintain effective and productive relationships with Main Street Managers.

#### **Resource Team Participation**

16. Assist and collaborate with the architect and other staff on Resource Teams.
17. Develop concepts, sketches, on-site photography.
18. Provide general assistance to the entire team.

#### **Preservation Issues, Knowledge & Expertise**

19. Perform analyses of architectural materials for use in historic buildings and settings.
20. Pursue knowledge of preservation and associated techniques, and trends for their potential ramifications on Main Street communities and property owners.
21. Adhere to established work schedule with regular attendance.
22. Follow all THC safety guidelines/procedures and ethics requirements.

#### **NON-ESSENTIAL DUTIES:**

23. Perform other duties as assigned.

#### **QUALIFICATIONS/REQUIREMENTS (The application must specifically state how each of the following qualifications are met):**

- Graduation from an accredited college or university with a pre-professional or professional architecture, interior design, urban design, historic preservation degree or a closely related field; A professional degree is preferred.
- Experience in Adobe Photoshop™, Illustrator™ and/or SketchUp™;
- Spatial design ability is required;
- Ability to perform design functions and to train others;
- Valid driver's license, acceptable driving record and ability to drive a state vehicle; and
- Required to travel up to 5% of the work period

#### **PREFER:**

- Specialization or experience in historic preservation;
- Free-hand drawing capabilities;
- Graphic design expertise;
- Experience in professional design work, including but not limited to architecture, interior design, and urban design;
- Evidence of architectural project and/or basic construction management experience; and
- Experience with or a passion for 2D/3D design for small businesses.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Skill in architectural and spatial design along with graphic presentation skills;
- Knowledge of the Secretary of the Interior's Standards and skill with interpreting the Standards;
- Knowledge or experience related to sustainable design or LEED is beneficial;
- Knowledge of architectural principles, techniques and procedures;
- Knowledge of historic materials and construction techniques;
- Excellent verbal and written communication, human relations and organizational skills;
- Effective critical thinking skills;
- Skill in the use of standard tools of the profession and in interpreting architectural plans and specifications;
- Skill in providing customer service excellence to both internal and external customers;
- Ability to research facts and analyze a situation before reaching design decisions;
- Ability to analyze problems, evaluate alternatives and recommend effective solutions;
- Ability to process information in a logical manner and to assess validity;
- Ability to work in a setting requiring self-motivation/cooperative decision-making and to work effectively with diverse groups of people;
- Ability to work effectively under pressure and meet strict deadlines while maintaining extreme attention to detail;
- Ability to multi-task in a fast-paced environment;
- Ability to adapt successfully and quickly to change and deliver quality results in a timely manner;

- Ability to plan, organize and work independently, as well as within a team environment;
- Ability to exercise sound judgment and discretion; and
- Ability to maintain the highest level of confidentiality.

**REGISTRATION, CERTIFICATION, OR LICENSURE:**

Must have or obtain a valid Driver's License and Defensive Driving Course to be able to operate state vehicles.

**ENVIRONMENT/PHYSICAL CONDITIONS:** Normal office work environment and may have exposure to dust and environmental allergens consistent with normal business activities and human contact. Mostly sedentary in nature but may involve walking; standing; pulling and pushing; kneeling, stooping and bending; performing tasks requiring fine motor skills and coordination; and safely lifting and carrying items weighing up to 30 pounds. Must be able work extended periods at a computer, and may require working extended hours and some evenings, weekends and overnight, as needed. Involves safely operating a state vehicle and driving for long distances and traveling by airplane.

**REMARKS (Application procedures, Special requirements):** State of Texas application must be submitted through the Work In Texas website at [www.workintexas.com](http://www.workintexas.com). You must have a Work In Texas profile in order to login and complete the application. If you have questions regarding the application process, please contact your local Work in Texas office. Only applicants interviewed will be notified of their selection or non-selection. Resumes will NOT be accepted in place of a completed application.

The Texas Historical Commission is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, genetic information, age or disability in recruitment, selection, appointment, training, promotion, retention or any other personnel action or deny any benefits or participation in programs or activities which it sponsors.

Section 651.005 of the Government Code requires males, ages 18 through 25, to provide proof of their Selective Service registration or of their exemption from the requirement as a condition of state employment.

As part of the employment process, THC will conduct a driving and criminal background check. Unsatisfactory information relevant to the position may disqualify the applicant from employment.

Disability access for testing and interview accommodations can be provided upon reasonable notice by contacting Human Resources at 512-305-6729.

THC participates in E-Verify and will provide the Social Security Administration and, if necessary, the Department of Homeland Security with information from each new employee's Form I-9 to confirm work authorization.

**Additional Military Crosswalk information can be accessed at:**

[http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC\\_EngineeringandDesign.pdf](http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_EngineeringandDesign.pdf)

**Veterans:** Go to [www.texasskillstowork.com](http://www.texasskillstowork.com) for assistance with translating your military work experience and training courses into civilian job terms, qualifications/requirements and skill sets.

**For New Hires/Rehires:** Health insurance is available the 1st of the following month after a 60-day waiting period.

**AN EQUAL OPPORTUNITY**

**AFFIRMATIVE ACTION EMPLOYER**